



TCTC

TEHAMA COUNTY
TRANSPORTATION COMMISSION

**Application for Congestion Mitigation and Air Quality
(CMAQ) Improvement Program Funding**

Application Period Open and Continuous

CMAQ Grant Application Instructions

The application is to be used for nominating projects to be funded using CMAQ funds. The applicant must complete one project application for each candidate project being nominated. Agencies are encouraged to use the space provided in the application for their response. However, applicants may attach additional pages if necessary.

Completed project applications forms must be submitted to TCTC. Please provide **one signed original and one copy** of the completed application forms for review.

Section I - Applicant Information

Project Title: Provide a one line title of the project for which funding is requested. This title will be used on all TCTC summary listings and throughout the selection process and programming period.

Lead/Sponsor Agency: This is the public agency that will implement the project or serve as administering agency for a project nominated by a private organization. The Sponsor Agency is the agency which will receive the funding and be responsible for meeting federal and state requirements. Sponsor Agencies must have an existing Master Agreement with Caltrans.

Partner Agency: This will be completed only for projects proposed by private, non-profit, or other agencies that do not have established agreements and procedures for managing federally-funded transportation projects. Please direct any questions about eligibility of potential agencies as sponsors to TCTC staff. In addition to the general information, the person who can answer project specific questions regarding the application should be listed here.

Project Manager: A contact person must be designated to serve as the liaison between TCTC, the project sponsor, and the partner agency, if any. Both the Sponsor Agency and Partner Agency must designate a project manager. This person's contact information should be entered in this section of the application as requested (e.g. mailing address, phone number, and email address).

Section II - Project Information (50 Points): Address all of the following information described below:

Project Location: Describe the physical location of the project. Include project limits or applicable service area for transit projects.

Project Scope: Describe all proposed improvements including type of work, location within project limits, quantity, etc. Include all accompanying elements. The project scope information provided in the application will be used to describe the project in programming documents if it is approved for funding. Applications should identify the year in which the funding is requested by project phase or component.

Project Status: Describe the current status of the project. If necessary, briefly cover any prior project history that will help others understand the current project status. Describe the future

project development work that is needed to deliver the project and a narrative summary of the project schedule.

Project Need: Describe the problem or deficiency the project is intended to address. Describe the existing condition at the project location and how the project will address the identified need or problem. The description of the project need should be specific and supported by objective and measurable indicators, to the extent possible.

Project Information Scoring Criteria: To receive full points please address how the project will meet all of the “Project Information” criteria shown in Table 1.

TABLE 1

Project Information Scoring Criteria

Criteria	Maximum Points	Minimum Points
Description of Project Need (Maximum Points = 10)	Clearly describes the problem or deficiency the project is intended to address, existing conditions, and how project will address deficiency	Project does not clearly describe the existing conditions and the problem or deficiency the project is intended to address
Current Status of Project Development (Maximum Points = 10)	Project has approved environmental clearance, completed design and is ready to advertise for construction	Project is still in conceptual phase and has completed little or no preliminary engineering, design or environmental work
Consistency with Local/Regional Plans (Maximum Points = 10)	Project is consistent with and specifically listed in multiple adopted local or regional planning documents	Project is not listed in local or regional plans and has a weak nexus with general goals and objectives of local/regional plans
Demonstrated Public Support and or Supported by Multiple Agencies (Maximum Points = 10)	Project is supported by the local community as evidenced in letters of support and/or public input received or supported or sponsored by multiple agencies	Community members are opposed to the project
Capacity to Maintain and Operate in the Future (Maximum Points = 10)	Funding source identified and committed for on-going maintenance and operations	No funding source identified for maintenance or operations

Section III - Project Benefits/Emission Reductions & Cost Effectiveness (50 Points)

Scoring will be based upon the applicant’s narrative explanation addressing Project Benefits (25 Points) and Emission Reductions/Cost-Effectiveness (25 Points). In this section, describe in as much detail as possible the benefits the proposed project will have, including increase alternative transportation options, emissions benefits, congestion relief, reduce emissions of ozone precursors and greenhouse gas emissions, reduced single-occupant vehicle reliance, multi-modal benefits,

etc. A project may have benefits in more than one category. To the extent possible, benefits must be quantified. Any assumptions used to calculate project benefits must be clearly stated.

The cost-effectiveness and emission reduction benefits of each proposed project should be documented in this section of the application. Annual emission reductions should be shown for Reactive Organic Gases (ROG), Nitrogen Oxides (NOx), and Particulate Matter (PM 10), documented in pounds per year, as well as the calculation for the cost-effectiveness of funding dollars (dollars per pound).

Calculations are to be attached as an appendix. The cost-effectiveness and emission reduction benefits can be estimated using the document entitled “Methods to Find the Cost-Effectiveness of Funding Air Quality Projects for Evaluating Motor Vehicle Registration Fee Projects and Congestion Mitigation and Air Quality Improvement (CMAQ) Projects, California Air Resources Board, May 2005”. This document can be found at:

http://www.arb.ca.gov/planning/tsaq/eval/mv_fees_cost-effectiveness_methods_may05.pdf

The updated California Air Resources Board, Emission Factor Tables (May 2013), which should be utilized in conjunction with the Methods to Find the Cost Effectiveness of Funding Air Quality Projects for Evaluating Motor Vehicle Registration Fee Projects and Congestion Mitigation and Air Quality Improvement (CMAQ) Projects is available at:

<http://www.arb.ca.gov/planning/tsaq/eval/evaltables.pdf>

Explain how the proposed project will provide any traffic congestion relief in terms of improvements in levels-of-service and/or capacity at the time of project delivery, reduced delay, reduced Vehicle Miles of Travel, eliminated single occupant vehicle trips, increased ridesharing and/or the use of alternative transportation modes. Describe how the project improves connectivity between transportation modes. Clearly show how your project represents an efficient and effective use of transportation funds.

Section IV - Financial Data

This section is divided into four sub-sections: 1) Total Project Cost, 2) Requested CMAQ Funding, 3) Committed Local Matching Funds or Toll Credits Required; and 4) Previous CMAQ Funding Programmed for the Project. In each sub-section the cost or funding amount must be shown for each project component: Preliminary Engineering (including design, environmental, etc.), Right-of-Way, and Construction by FFY. Operating and maintenance costs, and funding sources, must also be identified for all projects.

1) Total Project Cost

This subsection must identify the total cost to complete all components of the project even if full funding for all project components is not being requested at this time. Supporting documentation showing how the cost estimate was calculated should be attached if available. Estimates must be carefully completed to avoid under-funding and risk of the lapse of funding due to timely use of funds requirements. TCTC is unlikely to have supplemental CMAQ funds to cover funding shortfalls.

Requested CMAQ Funding

This subsection identifies the amount of CMAQ funding that is being requested. The requested funding amounts must be shown for each project component according to the FFY in which the funds will be programmed and project authorization executed.

2) Committed Local Matching Funds or Toll Credits

The applicant should identify the local match funding sources OR indicate Toll Credits and amounts for applicable project component by fiscal year. There is an 11.47% match (local or Toll Credit) required for all projects. CMAQ, as with all federally-funded programs, requires the local match to come from non-federal sources, unless Toll Credits are utilized.

3) Prior CMAQ Programming

Identify the amount of CMAQ funds previously programmed for the project by FFY in the table provided.

Operating and Maintenance Costs

Following the financial tables, sponsors will indicate what the estimated annual operating and maintenance costs for the project will be and identify the source of funding these costs. Operating and maintenance costs, and funding sources, must be identified for all projects.

Section V - Anticipated Project Milestones

Complete the milestone table for each of the key milestones listed in the application. Provide the month and year expected for completion of each of the milestones. The milestones listed apply to capital improvement projects. Other project implementation milestones may be substituted for non-capital projects.

Section VI - Certification

Attest to the fact that data submitted in the application is true and accurate and commitment of the local matching funds required.

Project Application Template: Next Page

CMAQ Funding Request
Project Application for _____ Federal Fiscal Year
(Please copy and paste the application into a separate word document)

Project Title:

Section I - Applicant Information

Lead/Sponsor Agency:

Contact Person:

Partner Agency (If applicable):

Contact Person:

Address:

Project Manager:

Phone:

e-mail:

Section II - Project Information

(Begin Typing Here)

Section III - Project Benefits/Emission Reductions & Cost Effectiveness

(Begin Typing Here)

Section IV - Financial Data

Total Project Cost (Even if full funding for all project components is not being requested at this time)

	FFY ____	FFY ____	FFY ____	FFY ____	Total
Preliminary Engineering					
Right-of-Way					
Construction					
Total					

Requested CMAQ Funding Amount

	FFY ____	FFY ____	FFY ____	Total
Preliminary Engineering				
Right-of-Way				
Construction				
Total				

Committed Local Matching Funds or CMAQ Toll Credit Match Amount (11.47%) for Current Request

	FFY ____	FFY ____	FFY ____	Total
Preliminary Engineering				
Right-of-Way				
Construction				
Total				

Estimated annual operating/maintenance cost: _____

Source of ongoing operating/maintenance funding: _____

Section V - Anticipated Project Milestones

Milestone	Month	Year
Preliminary Engineering		
Environmental Certification		
Right-of-Way Certification		
Begin Construction		
Project Closeout Complete		

Section VI - Certification

A person duly authorized to sign for the organization (e.g. Public Works Director, City Engineer, or City Manager) must sign and certify the application.

The applicant is responsible for meeting the terms and conditions of the call for projects, including local match requirements, if applicable.

I attest to the fact that the data submitted herein is true and accurate to the best of my knowledge, and that the project will be designed, constructed, operated, and maintained in accordance with this application. Further, as needed, I am authorized to commit the matching funds identified in this application.

Print Name and Title

Date

Signature

Date

Co-Sponsor: (If applicable)

Print Name and Title

Date

Signature

Date